



*Cobb County...Expect the Best!*

**Coordinators (Camp Horizon)  
Parks and Recreation  
8002-2008**

*An Equal Opportunity Employer*

**SALARY**  
\$10.40 /Hour

**ISSUE DATE:** 02/27/08

**FINAL FILING DATE:** Continuous

**THE POSITION**

**Therapeutic Recreation Unit**

**Provides recreation and leisure educational opportunities for special needs populations ages 7-21**

**Summer Positions: June 2nd to July 25th**

Apply on-line or return completed application to:  
Ann Bonds  
Therapeutic Recreation Services  
555 Nickajack Road  
Mableton, Ga (770) 819-3257

**ESSENTIAL JOB FUNCTIONS**

- Prepares weekly activity schedules
- Assists with work schedule of counselors
- Communicates with parents on issues regarding the camp or campers
- Responsible for administering medication to campers
- Oversees and certifies employee time
- Prepares supply, equipment and refreshment lists
- Prepares and coordinates field trips and special activities with assistance of the Therapeutic Recreation Programmer
- Maintains budget control with assistance of coordinators
- Handles & distributes all program money; Responsible for turning in receipts & cash returns
- Participates in regular activities with the campers
- Attends orientation/training programs
- Performs other related duties as assigned

**MINIMUM QUALIFICATIONS**

- High school graduate or GED
- Age 18 or older and pass criminal history check
- Must attend initial orientation and training program; attend other training as scheduled
- Previous experience working with children desirable
- Must be responsible, dependable, and able to work with limited supervision
- Some experience working with special needs population helpful

**SUPPLEMENTAL INFORMATION**

Schedule: Monday to Friday, during the hours of 7:30 a.m. to 5:30 p.m.

**\*\*Cobb County Government is a smoke free environment for all employees\*\***

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.cobbcounty.org>  
OR  
Employment Center, 100 Cherokee Street, Second Floor  
Marietta, GA 30090-9679

EXAM #8002-2008  
COORDINATORS (CAMP HORIZON)  
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